



## UTAH DBE NEWSLETTER

Editor: Beverly Crawford, DBE Coordinator, UDOT

WINTER 2006

### ANNUAL TRAININGS FOR

PRIME CONTRACTOR'S, SUBCONTRACTORS & DBE'S

The Salt Lake City Department of Airports (SLCDA), Utah Department of Transportation (UDOT) and Utah Transit Authority (UTA) have once again teamed-up and have scheduled their annual **Prime Contractor/ Subcontractor Training and DBE Training Seminars** for the below listed dates. The seminars are **free of charge, breakfast is included** and **RSVP's are required (2 per company)**. **Contact:** Paul Marshall (801) 575-2945 or paul.marshall@slcgov.com

**LOCATION FOR BOTH TRAININGS:** Airport Hilton Hotel, Salt Lake City: 5151 Wiley Post Way. (I-80 West, Exit 114, turn left at first light. Call 801-539-1515 for detailed directions).

**JANUARY 26TH**

#### **ANNUAL CONTRACTOR TRAINING OF FHWA REQUIREMENTS ON SLCDA, UDOT AND UTA FEDERAL-AID PROJECTS**

January 26, 2006 from 8:00 am to 12:00 pm. This training seminar is primarily for prime contractors and subcontractors who bid on SLC Air-

### FOR BIDDING OPPORTUNITIES—SEE BELOW

#### **Special points of interest:**

- Bidding opportunities:
  - SLCDA Pg 3,
  - UTA Pg 4-5,
  - UDOT Pg 6
- Flagger Certification Pg 2
- DBE Bidding—Work Types Pg 2
- Licensing requirements Pg 2
- Writing your Business Plan Pg 7-8





## ITEMS OF INTEREST

### DBE BIDDING REMINDER

DBE's are allowed to bid only on the type(s) of work for which they have been certified to perform. The type of work they are certified to perform will be listed in the UUCP DBE directory under (Specialty Description).

<http://www.udot.utah.gov/index.php/m=c/tid=198>

### LICENSING INFORMATION

DBE firms bidding on Federal-aid projects are not required to hold a Utah license; but, before a contract/sub-contract is approved, the firm must have proper licensing. It may take several weeks to get licensed and the delay could result in the loss of your potential contract if the project must proceed.

### UTAH DEPARTMENT OF COMMERCE—LICENSING INFORMATION

For licensing information call the Utah Department of Commerce, Div. Of Professional Licensing (801) 530-6628, or web address:

<http://www.commerce.utah.gov/opl/licensing.html>

## TRAINING OPPORTUNITIES FOR DBE'S (CONTINUED)

port, UTA or UDOT projects.

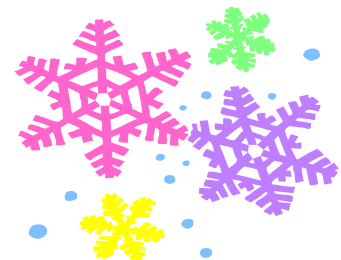
### FEBRUARY 15TH

### DBE PROGRAM

### TRAINING

The Annual DBE Training is scheduled for February 15, 2006

from 8:00 am to 12:00 pm. This training seminar is primarily for certified DBEs, and potential DBEs.



## FLAGGER CERTIFICATION COURSES OFFERED IN UTAH

Mountainland Applied Technology College is offering Flagger Training for contractors: January 21th (Orem), 27th (SLC), February 10(SLC), 18 Orem) or 24th(Ogden). The training lasts approximately two and a half hours and includes a final

exam. Must be 18 years old. Certification is good for three years. Individuals who successfully complete this training will receive UDOT Flagger certification. The job of being a Flagger is an important one—the lives of workers and those

of the traveling public rest with the Flagger's ability to competently perform the job.

Highway Flagger responsibilities are outlined in Part 6 of the MUTCD. For further information look at this site: [www.MountainlandATC.org](http://www.MountainlandATC.org) or call: (801) 863-6282 or (888) 293-6282

## **SALT LAKE CITY DEPARTMENT OF AIRPORTS BUSINESS OPPORTUNITIES**

The following projects are planned. They are subject to change at the sole discretion of Salt Lake City Department of Airports.

1. Certified DBEs, who provide a copy of their certification letter, are provided free contract documents. DBEs who wish to receive a free set of Salt Lake City Department of Airports construction contract documents will have to bring their certification letter with them when they pick up contract documents. The Department of Airports administrative staff will make a copy of the certification letter, sign the DBE in as a contract holder, and provide the DBE a free set of contract documents. Call Paul Marshall at 801-575-2945 if you have any questions.

### **2. PROJECTS DUE TO BID SPRING 2006**

#### **a). FACILITY PROJECT**

1. Build 28 Hangars at Salt Lake City Municipal Airport 2. This project is scheduled to bid in February 2006. For details call Dan Spader, 801-575-2947.

#### **b). LANDSIDE PROJECTS**

1. None scheduled at this time.

#### **c). AIRSIDE PROJECTS**

1. Taxiway "K" Asphalt Overlay Project, Salt Lake City International Airport: This project is scheduled to bid in March 2006.
2. Apron Reconstruction Project, Salt Lake City Municipal Airport 2: This project is scheduled to bid in March of 2006.
3. Concourse Trench Reconstruction Project, Salt Lake City International Airport: This project is scheduled to bid in March 2006.
4. Concourse Apron Rehabilitation Project, Salt Lake City International Airport: This project is scheduled to bid in March 2006.

For more information regarding these projects please call Mike Widdison at 801-575-2027.

#### **d). AIRPORT CONCESSION OPPORTUNITIES**

1. Airport Advertising Contract, Salt Lake City International Airport: Scheduled for this month (January 2006).
2. Civil Engineering Contract, Salt Lake City International Airport: Scheduled for March 2006.
3. Janitorial Services Contract, Salt Lake City International Airport: Scheduled for March 2006.
4. Materials Testing Contract, Salt Lake City International Airport: Scheduled for this month (January 2006).
5. Pay Phone Contract, Salt Lake City International Airport: Scheduled for May 2006.

For more information regarding these concession opportunities please call John Buckner at 801-575-2420.



DBE Newsletter - January 9, 2006

- 1 Greetings
- 2 Where can I find upcoming UTA solicitations / procurements?
- 3 What are "My Alerts!"?
- 4 Labor and EEO compliance on UTA sponsored projects
- 5 Upcoming brown bag meetings, trainings and technical assistance workshops
- 6 Final note

## **Greetings**

I hope this letter reaches you and your family in good health and spirits. Thank you for your participation on UTA sponsored projects and our DBE program. Projects at UTA are at the station and waiting for the train. Are you ready to get on board? Please let me know how I can be of assistance with UTA sponsored projects. Lately, more and more DBE firms certified in the directory are either getting contacted to participate in UTA projects or are awarded subcontracts. Either way, if you have questions about the process, forms or procedures, please do not hesitate to contact my office.

## **Where can I find upcoming UTA solicitations / procurements?**

If you have Internet access, I am hoping the UTA DBE webpage is bookmarked on your computer. The DBE webpage can be found at:

<http://www.rideuta.com/utaInfo/businessOpportunities/dbe/default.aspx>

The webpage contains links to the annual update document, DBE certification application, the UUCP DBE directory and solicitations / procurements at UTA. Solicitations and procurements are also posted in the legal notice section of the local newspapers (Salt Lake Tribune and Deseret Newspapers) and Passenger Transport (long lead time items). Plan holder lists are available from the contract administrator, but you will have to call the specific contract administrator for that list.

## **What are "My Alerts!"?**

The "My Alerts" email is an automatic notification when a proposal / bid / procurement are placed on the UTA Solicitations / Procurement web page. This is the best way to be informed of upcoming business opportunities with UTA. If you would like to receive "My Alerts" emails, go to the DBE webpage, click on the 'My Way' link, which is located in the upper right hand corner of the screen. Complete the information that is requested and make sure to check the 'business opportunities' box. It's that easy!

## **Labor and Equal Employment Opportunity (EEO) compliance on UTA sponsored projects**

On UTA sponsored projects, I serve as the Labor and EEO compliance officer. Is your EEO plan up to date? How often do you discuss EEO issues with your employees? Are you using the correct waged determination for the type of work you are doing? These are a few of the questions, contractors ask me on UTA sponsored projects. My office works closely with the local district offices of Wage & Hour and Federal Contract Compliance to provide construction technical assistance workshops. Did you know that it is MANDATORY that all contractors attend this workshop when working on a UTA sponsored project? If you have attended a Labor / EEO training sponsored by UDOT within the last year, your company has met the UTA requirement.

## **Upcoming solicitations, trainings, workshops at UTA**

1. Solicitation
  - Interior construction at Warm Springs Diesel Maintenance facility. This includes the paint booth, bay wash, office spaces, rental office spaces and storage facility. Bid - mid to late January.



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2. Solicitation

- Locomotive / Rail Car Modifications for Commuter Rail. Bid – mid to late January.

3. Solicitation

- Commuter Rail DBE Open House for specific upcoming construction contracts. Commuter Rail construction will be in full swing this spring through early 2008; late February – early March.

4. Training

- Annual DBE training sponsored by UTA, UDOT and SLC Airport, February 15, 2005 at the Salt Lake Airport Hilton Hotel.

5. Training

- Technical Assistance workshop provided by the Department of Labor Offices of Federal Contract Compliance and Wage & Hour. All construction subcontractors working on UTA projects (DBE or non DBE) are required to attend this workshop (mandatory). Yes, even if you are subcontracted for a small portion of a job, you must attend the workshop. This ½ day informative workshop covers topics like certified payroll, wages, fringe benefits, required information to be reported, labor compliance and Equal Employment Opportunity compliance; late February

6. Workshop

- Brown bag lunch meetings: UTA's OCIP (Owner Controlled Insurance Program) paperwork requirements and the things to tell your insurance carrier; February

7. Workshop

- What to do when you receive a call when your employee has been allegedly involved in a sexual harassment claim (presented by the Department of Labor); March

I hope that 2006 is a great year for your firm, and I hope UTA can be a part of that success. Thank you for the opportunity to assist you through the DBE program, and I look forward to continuing my DBE advocacy in 2006! In the meantime:

- 1 Check the UUCP DBE directory to ensure your information is correct and your company is certified in the areas of your expertise.
- 2 If you have Internet access, and you have not signed up for "My Alerts!" SIGN UP! Check and bookmark the Solicitations / Procurements page, periodically.
- 3 If you plan to work on UTA funded construction projects, attend the Department of Labor Technical Workshops (mandatory).
- 4 Attend the February 15<sup>th</sup> DBE workshop sponsored by UTA, UDOT and SLC Dept. of Airports.
- 5 Provide feedback on how my office can better assist your firm.

**Final note**...UTA received the Grant Recipient Award from the US Department of Transportation for its DBE Program and DBE Liaison Officer. This award was presented at the annual National DBE workshop and Secretary of Transportation Awards Program, in Baltimore, Maryland. Next year the National DBE Workshop will be in Las Vegas, Nevada.

Please do not hesitate to contact me at 801-867-7232

Raymond Christy,  
DBE Liaison Officer  
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## **BID ON UDOT PROJECTS**

UDOT has an electronic bidding program

All of UDOT projects for bid are listed on UDOT's web page:

**UDOT'S home page web address: [www.udot.utah.gov](http://www.udot.utah.gov)**

Under Popular Topics (on left), click on: Bid on projects

**Each project is listed separately in its own box.**

Also located within each box:

View Notice to Contractors

View Bid Items

Plan Sets

## **RECEIVE AUTOMATIC E-MAIL NOTIFICATIONS OF UDOT PROJECTS THAT ARE BIDDING:**

**The following web site explains how to sign up :**

<http://www.udot.utah.gov/index.php/m=c/tid=552>

**The following web site is where you sign up.**

[http://listserv.dot.state.ut.us/scripts/lyris.pl?join=bid\\_notices](http://listserv.dot.state.ut.us/scripts/lyris.pl?join=bid_notices)

**The following web site is where the UDOT projects are located:**

<http://www.udot.utah.gov/index.php/m=c/tid=317>

**If you need further assistance with UDOT's electronic bidding process, please call Beverly Crawford 965-4100.**



## **WRITING A SIMPLE BUSINESS PLAN**

**By: Beverly Crawford, UDOT DBE Coordinator and Supportive Services Specialist**

The UDOT Disadvantaged Business Enterprise Supportive Services Program is in place to help your company grow and develop and eventually become self-sufficient. One of the 2006 goals for the Supportive Services Program is to have DBE's write their Business Plan.

A Business Plan is a tool with three basic purposes: Communication, Management and Planning. It is a living document and a road map for your business. It will show you the route to take, and allow you to fine-tune your tactics to achieve your goals. With your goals defined, it's much easier to set targets, timetables and budgets.

Part of the value of creating a Business Plan is in the process of study, research and thinking about your business in a systematic way, then critically evaluating your ideas. Most of the effort in writing a good business plan is in the initial gathering and organizing of the relevant information.

When your business plan is finished, it will help you make decisions about whether to buy or lease equipment or employ more staff, and it will give a clear picture of your business to potential lenders.

During our reviews, we will be asking for a copy of your Business Plan. If you have already written your Business Plan, please send a copy to UDOT Civil Rights, Attn: Beverly Crawford, 4501 S. 2700 W. – 4<sup>th</sup> Flr, Box 141520, Salt Lake City, UT 84114-1520. If you need assistance or have questions, feel free to call 801-965-4100.

Hope you all have a wonderful year. May 2006 be the best yet!

UDOT has posted (in Word format) a ["Simple Business Plan Outline"](http://www.udot.utah.gov/index.php/m=c/tid=198) on the UDOT Civil Rights web page: <http://www.udot.utah.gov/index.php/m=c/tid=198>

**For further assistance** in developing a business plan, the Small Business Administration (SBA) offers on-line guidance and provides free sample business plans. **[Http://www.sba.gov/starting\\_business/planning/basic.html](http://www.sba.gov/starting_business/planning/basic.html)**

**There are also classes available to assist you in writing a business plan:** The Small Business Development Centers, the Women's Business Center, and SCORE (a resource partner with SBA).

## **SUGGESTED OUTLINE FOR A BUSINESS PLAN**

### COVER SHEET

Name of the business, names of the principals or owners, address and telephone number of business.

### STATEMENT OF PURPOSE

Indicate the purpose of the business plan.

### TABLE OF CONTENTS

#### 1. **The Business**

- a. **Description of the business:** Includes the type of business, the status of the business (start-up, expansion of a going concern, take-over of existing business), the form of business organization (proprietorship, partnership or corporation), why the business is going to be profitable, when the business will or did open, the hours of operation, and whether business is seasonal or not.
- b. **Market:** Define the market and its size, your anticipated share of the market, growth and potential of the market, your marketing strategy, and your pricing structure.
- c. **Competition:** Include your five nearest competitors, your advantage over competitors, the strength of your competitors' business, strengths and weaknesses of competitors, and what you have learned from your competitors' operations.
- d. **Location of business:** Indicate your business address, the physical features of your building, renovations anticipated and their costs, the physical features of the neighborhood and businesses surrounding your location, and the advantages and disadvantages of this location.
- e. **Management:** Include resumes of the management of your business, salary schedules for these personnel and their duties and responsibilities.
- f. **Personnel:** Describe the personnel needs of your business by skills required, salaries or wages, fringe benefits and overtime anticipated.
- g. **Capital requirements of business:** Describe the capital needs of the business including any loans required and the uses of these funds
- h. **Summary of the business:**

#### 2. **Financial Data**

- a. **Sources and applications of funding:** Similar to section "g" above. Used primarily if the business plan is for loan financing purposes
- b. **List of capital equipment required for business:** Include the cost of this equipment.
- c. **Balance sheet:** Include the most recent description of your business' assets, liabilities and owner's equity or net worth.
- d. **Break-even analysis:** Calculate the break-even point for your business.
- e. **Income projections:** This section indicates the anticipated sales or revenue of your business over a 12-month period in the future (with monthly breakdowns), the anticipated expenses for this same period, and the pre-tax profits based on these sales and expenses. Any assumptions made in compiling these figures should be explained fully.
- f. **Prepare a cash flow statement:** Describe in detail a monthly breakdown for one year of your expected cash receipts, projected cash disbursements and resultant cash flow of your business.
- g. **Historical financial statements:** This section should be included only for existing businesses or when a business is being purchased – and should include statements for at least three years (balance sheet, income statements and tax returns, if available).

#### 3. **Supporting Documents**

This section should include any personal resumes, personal financial statements, if applicable, cost of living budgets of owner, credit reports, letters of reference, job descriptions, letters of intent, copies of leases or contracts, legal documents, and other documents relevant to the business plan.





UTAH'S  
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**UUCP DBE Directory on the Web!**

[http://www.udot.utah.gov/download.php/  
tid=198/uucp\\_dbe\\_directory.pdf](http://www.udot.utah.gov/download.php/tid=198/uucp_dbe_directory.pdf)